

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, participate in pre-fire planning, and assist in the training of subordinate employees. Fire Captains comprise a highly responsible class and have the authority to work independently with little supervision. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher. Supervises subordinates driving fire apparatus, directs positioning, and assists with setting up fireground perimeter. Oversees emergency scene operations, proceeding with size-up of an emergency scene until relieved by a superior officer. Performs and supervises subordinate employees in operations involving fighting fire, forcible entry, ventilation, truck and pumper, hoses and ladders, search and rescue, salvage and overhaul. Operates self-contained breathing apparatus. Observes and responds to changes in fireground conditions. Identifies hazardous materials and handles hazardous materials incidents. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides for the needs of firefighting personnel at the scene of an emergency while maintaining communications between the fire scene and other authorized personnel.

Coordinates activities with law enforcement personnel following proper procedures. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Assists arson investigation personnel. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson, as directed.

Supervises the operations of one fire station on an assigned shift, reviewing activity records of previous shift. Directs fire department personnel by assigning work and duty areas, and

inspecting the appearance of assigned equipment and subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Recommends disciplinary action through the proper change of command. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or for departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records that may be required. Completes and supervises subordinate employees when completing any forms, records, or reports required, including NFIRS reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Makes recommendations on major purchases for the department. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of  
Firefighter/Operator.